

**VACANCY ANNOUNCEMENT  
FOR  
CHIEF DEPUTY CLERK OF THE  
UNITED STATES COURT OF INTERNATIONAL TRADE**

**GRADE:** JSP-15 TO JSP-16

**SALARY:** \$108,437 TO \$149,200

**Nature of the Position:**

The Chief Deputy Clerk of the United States Court of International Trade, New York, NY is a statutory position, appointment to which is by the Court. Under the immediate supervision of the Clerk of Court, the Chief Deputy Clerk serves as the primary assistant to the Clerk and in the absence of the Clerk assumes the functions and responsibilities of the Clerk. The Chief Deputy Clerk provides or obtains a variety of management services essential to the direction and operation of the Clerk's Office.

The responsibilities include, but are not limited to: providing the necessary administrative support to assist the Clerk's Office in fulfilling its responsibilities; assisting the Clerk in the management and supervision of the staff of the Clerk's Office; participating in developing methods of coordinating the work of the Clerk's Office with that of other federal courts and governmental agencies, such as the Bureau of Customs and Border Protection, the Departments of Justice, Treasury and Commerce and the International Trade Commission; assisting and advising the Clerk on projects assigned by the Court, committees of the Court and by the Chief Judge; assisting the Clerk in the implementation of the goals and objectives of the Court's Long Range Plan; serving on designated Court committees; assisting the Clerk in the administration of the Court's public affairs program, including serving as a representative in various liaison functions with other federal entities, the bar, public and other interested parties; assisting the Clerk and Managers in personnel management programs; coordinating, along with the Fiscal and Property Operations Manager, all aspects of security for the Court; and, coordinating administrative activities pertaining to the Court's Judicial Conference and Bench and Bar Meeting.

**Qualifications for the Position:**

To be considered for appointment, candidates must have:

- An undergraduate degree, preferably including courses in government and/or public, business or judicial administration (an advanced degree in law, business, or public or judicial administration is advantageous, but not essential);
- A minimum of six years of progressively responsible, successful and substantive administrative experience in public service or business that provides a thorough understanding of the planning needs, organizational requirements, procedural necessities and human aspects of managing a complex and multi-faceted organization;
- Excellent managerial and interpersonal skills;
- Excellent organizational and analytical skills;
- Excellent computer skills;
- An ability to communicate effectively both orally and in writing; and
- Unquestionable integrity.

Preference will be given to candidates with experience in federal judicial administration and familiarity with automation and computer technology.

**Application Requirements:**

Please submit a letter of application, and a detailed resume, with three letters of recommendation. Applications, which must be received no later than Friday, February 4, 2005, should be marked "Confidential" and addressed to: Clerk of Court, United States Court of International Trade, One Federal Plaza, Room 586, New York, New York 10278-0001 (Telephone No. 212.264.1799).

**The United States Court of International Trade is an Equal Opportunity Employer  
and has adopted an Employment Dispute Resolution Plan.**